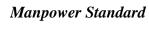
## BY ORDER OF THE CHIEF, NATIONAL GUARD BUREAU

MANPOWER STANDARD 22B1AR

28 AUGUST 2003



AIRCRAFT ELEMENT (A AND B FLIGHT)



#### COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

**NOTICE:** This publication is available digitally on the NGB PDC WWW site at:

http://www.ngbpdc.ngb.army.mil/angseries.asp

OPR: ANG/XPME (Mr. G. W. Tatum III) Certified by: ANG/CS (Col S. Wassermann)

Pages: 14 Distribution: F

This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 189th Airlift Wing whose mission it is to provide aircrew training for students from each branch of the military that flies the C-130 aircraft and from 27 foreign countries. This standard applies to the 189th Airlift Wing, Little Rock Air Force Base, Arkansas, and encompasses all major processes performed within the Aircraft Element (A and B Flight) functions. It does not apply to any other units. This standard is applicable to peacetime operations only. The Air National Guard (ANG) is authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Aircraft Element (A and B Flight). This standard was developed in accordance with AF Instruction (AFI) 38-201, Determining Manpower Requirements, and AF Manual (AFMAN) 38-208, Volume 1, Air Force Management Engineering Program (MEP) Processes, and AFMAN 38-208, Volume 2, Air Force Management Engineering Program (MEP) - Quantification Tools. Send comments and suggested improvements on AF IMT 847, Recommendation for Change of Publication, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National Guard Base, TN 37777-6283.

#### 1. STANDARD DATA.

- 1.1. Approval Date: 28 August 2003.
- 1.2. Man-hour Data Sources: The Operational Audit (historical record and technical estimate) technique was used to collect/determine man-hour/manpower data.
- 1.3. Standard Manpower Equation: Y = 861.1 + 447.1X.

- 1.4. Workload Factor:
- 1.5. Title: X= Primary Aircraft Inventory (PAI).
- 1.6. Definition: Number of PAI authorized to support the unit training mission.
- 1.7. Source: USAF Programming Document (PD), Volume 2, maintained by ANG Financial Management (ANG/FM).
- 1.8. Points of Contact:
- 1.8.1. Functional: Col John J Samuhel, 189 MX/CC
- 1.8.2. Manpower: George W. Tatum III, ANG/XPME/OLTN

## 2. Application Instructions.

- 2.1. Equation: Apply the equation in Paragraph 1.3., to determine the required man-hours.
- 2.2. Man-Hour Availability Factor (MAF): Divide the resulting man-hours by the appropriate MAF/overload factor: The answer, rounded up, will quantify the required manpower.
- 2.3. Upper and Lower Extrapolation Limits:

2.3.1. 
$$Y_U = 5547.509$$

2.3.1. 
$$Y_L = 3328.505$$

**3. STATEMENT OF CONDITIONS.** The normal hours of operation for this function are 80 hours per two-week period. The alternate work schedule of eight nine hour days, and one eight hour day is the norm. No environmental, equipment, or facility conditions affect this Manpower Standard.

DANIEL JAMES III, Lieutenant General, USAF Director, Air National Guard

#### Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

## References

AFI 38-201, Determining Manpower Requirements

AFMAN 38-208, Volume 1, Air Force Management Engineering Program (MEP)-Process

AFMAN 38-208, Volume 2, Air Force Management Engineering Program (MEP)-Quantification Tools

AFMS 00AA, Standard Indirect Description

Abbreviations and Acronyms

AF - Air Force

**AFMS** - Air Force Manpower Standard

AGE - Aerospace Ground Equipment

**ANG/XPME** - Air National Guard Management Engineering Branch

ANG - Air National Guard

**ANGMS** - Air National Guard Manpower Standard

**BPO** - Basic Post-Flight

**CFT** - Contract Field Team

**ELT** - emergency locater transmitter

**GTC** - Gas Turbine Compressor

**IMT** - Information Management Tool

MAF - Man-Hour Availability Factor

**MEP** - Management Engineering Program

MSI - Manpower Standards Implementation

**OTI** - One-Time Inspection

**PAI** - Primary Aircraft Authorized

PDM - Programmed Depot Maintenance

**PD** - Programming Document

**POD** - Process Oriented Description

**UMD** - Unit Manpower Document

**UTA** - Unit Training Assembly

#### Terms

**Air National Guard Manpower Standard (ANGMS).** A numbered, specialized publication that quantifies manpower requirements for a work center, it also includes approved variances. See AFI 38-201.

**Man-Hour**. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or similar combination of people working at a normal pace for a period of time equal to 60 minutes.

**Manpower Standard**. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

**Process Oriented Description.** A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

# **Attachment 2**

# PROCESS ORIENTED DESCRIPTION AIRCRAFT ELEMENT

**Table A2.1. Listing of Functional Processes.** 

1.	PERFORMS PREFLIGHT INSPECTION: Performs aircraft servicing, inspection, and maintenance. Reviews/updates AFTO Form 781, ARMS Aircrew/Mission Flight Data Document.
2.	PERFORMS THRU-FLIGHT INSPECTION: Performs aircraft servicing, inspection, and maintenance. Reviews/updates AFTO Form 781s.
3.	PERFORMS COMBINED PREFLIGHT/BASIC POST-FLIGHT: Performs aircraft servicing, inspection, and maintenance. Reviews/updates AFTO Form 781s.
4.	PERFORMS BASIC POST-FLIGHT (BPO) INSPECTIONO: Performs aircraft servicing, inspection, and maintenance. Reviews/updates AFTO Form 781s.
5.	PERFORMS SPECIAL INSPECTION: Performs aircraft inspection and maintenance. Reviews/updates AFTO Form 781s.
6.	PERFORMS ONE-TIME INSPECTION (OTI): Performs and documents higher headquarters or Logistics Group Commander Directed one-time inspection. Reviews/updates AFTO Form 781s.
7.	PERFORMS AIRCRAFT MAJOR AND MINOR ISOCHRONICAL INSPECTION: Accompanies aircraft through and assist or performs look-phase, fix-phase inspection, and attends pre/post inspection meeting. Reviews/updates AFTO Form 781s.
8.	PERFORMS AIRCRAFT HOME STATION CHECK INSPECTION: Accomplishes look-phase, fix-phase, and attends pre/post inspection meeting. Reviews/updates AFTO Form 781s.
9.	PERFORMS AIRCRAFT REFURBISHMENT: Accomplishes inspection, strip and prepare parts for painting, remove, repair/replacement of associated parts requiring refurbishment. Reviews/updates AFTO Form 781s.
10.	ACCOMPLISHES ACCEPTANCE INSPECTION: Performs acceptance inspection. Reviews/updates AFTO Form 781s.
11.	ACCOMPLISHES GROUND HANDLING, SERVICING, AND RELATED TASK: Tows, positions, parks aircraft, and performs general maintenance not included in Processes 1 through 9. Reviews/updates AFTO Form 781.
11.1.	REFUEL, FUEL TRANSFER, AND DEFUEL AIRCRAFT.
11.2.	SERVICES LIQUID OXYGEN SYSTEM
11.3.	SERVICES LANDING GEAR SYSTEM: Service landing gear strut with hydraulic fluid and/or air.

11.4.	PERFORMS ENGING RUN-UP: Pre Run preparation inspection. Any combination of run from one engine at idles to four engines at max power. Post Run inspection, and restore to normal configuration.
11.5.	TOWS AND POSITIONS AIRCRAFT.
11.6.	PERFORMS AIRCRAFT LAUNCH AND RECOVERY.
11.7.	PERFORMS AIRCRAFT MOORING.
11.8.	PERFORMS AIRCRAFT JACKING.
11.9.	PERFORMS AFTER-WASH LUBRICATION.
11.10.	SERVICES HYDRAULIC SYSTEM.
11.11.	SERVICE ACCUMULATORS.
11.12.	PERFORMS AIRCRAFT CONFIGURATION: Rig aircraft with seats for troops, litters for wounded, static lines for paratroop drop, rig for aerial delivery system, container delivery system, rolling stock/palletized cargo, and distinguished visitors.
11.13.	PERFORMS 15 AND 30-DAY INSPECTIONS: Prop oil check, brush block inspection, flap track/jackscrew clean and lube, main landing gear ballscrew and track clean and lube, emergency locater transmitter (ELT), check stored engine and hydraulic fluid dates, and bomb rack.
11.14.	PERFORMS COLD WEATHER PROCEDURES: (Temperatures below 35degrees Fahrenheit) Remove snow, ice, and heavy frost from aircraft surfaces by using push brooms, squeegees, and heated de-icing fluid. Preheat the props before engine start by use of ground heaters. Preheat GTC compartment prior to start. Added inspection card items for aircraft
11.15.	ATTENDS AND/OR CONDUCTS AIRCREW DEBRIEFING.
12.	PREPARES FOR AND PERFORMS AIRCRAFT CLEANING: Prepares aircraft for cleaning to include washing/decontamination and restore to normal. Reviews/updates AFTO Form 781s.
13.	PERFORMS AIRCRAFT AIRFRAME MAINTENANCE: Inspects, troubleshoots, removes component/part, replaces component/part, and performs other related maintenance action. Reviews/updates automated/manual record or AFTO Form 781.
13.1.	MAINTAINS WINDSHIELD AND WINDOW.
13.2.	MAINTAINS DOORS HYDRAULIC.
13.3.	MAINTAINS DOORS MECHANICAL.
13.4.	MAINTAINS DOORS ELECTRICAL.
13.5.	MAINTAINS DOORS LANDING GEAR.
13.6.	MAINTAINS FUSELAGE/WING/EMPENNAGE STRUCTURE.

14.	PERFORMS FUSELAGE COMPARTMENT AREA MAINTENANCE: Inspects, troubleshoots, removes component/part, replaces component/part, repairs, and performs other related maintenance action. Reviews/updates automated/manual record or AFTO Form 781.
14.2.	MAINTAINS CARGO COMPARTMENT.
14.3.	MAINTAINS AERIAL DELIVERY SYSTEM: Dual Rail system, bomb rack, and static line wench.
14.4.	MAINTAINS CARGO WENCH.
15.	MAINTAINS MAIN LANDING GEAR: Inspects, troubleshoots, removes component/part, replaces component/part, repairs, and performs other related maintenance action. Reviews/updates automated/manual record or AFTO Form 781s.
15.1.	MAINTAINS MECHANICAL COMPONENT.
15.2.	MAINTAINS HYDRAULIC COMPONENT.
15.3.	MAINTAINS ELECTRICAL COMPONENT: Clamps, bonding wire, chaffing pads.
15.4.	MAINTAINS BRAKE AND SKID CONTROL SYSTEM.
15.5.	MAINTAINS WHEEL AND TIRE ASSEMBLY.
16.	MAINTAINS NOSE LANDING GEAR: Inspects, troubleshoots, removes component/part, replaces component/part, repairs, and performs other related maintenance action. Reviews/updates automated/manual record or AFTO Form 781.
16.1.	MAINTAIN MECHANICAL COMPONENTS.
16.2.	MAINTAIN HYDRAULIC COMPONENTS.
16.3.	MAINTAIN ELECTRICAL COMPONENT: Clamps, bonding wire, chaffing pads.
16.4.	MAINTAINS STEERING SYSTEM.
16.5.	MAINTAINS WHEEL AND TIRE ASSEMBLY.
17.	PERFORMS FLIGHT CONTROL MAINTENANCE: Inspects, troubleshoots, removes component/part, replaces component/part, repairs, and performs other related maintenance action. Reviews/updates automated/manual record or AFTO Form 781.
17.1.	MAINTAIN AILERON COMPONENTS.
17.2.	MAINTAINS RUDDER COMPONENTS.
17.3.	MAINTANS ELEVATOR COMPONENTS.
17.4.	MAINTAIN FLAP COMPONENTS.

17.5.	MAINTAINS TRIM TAB SYSTEM.
18.	PERFORMS UNSCHEDULED ENGINE MAINTENANCE: Inspects, troubleshoots, removes component/part, replaces component/part, repairs, and performs other related maintenance action. Reviews/updates automated/manual record or AFTO Form 781.
18.1.	INSPECT ENGINE COMPONENTS.
18.2.	SERVICE OIL SYSTEM.
18.3.	MAINTAIN ENGINE BLEED AIR SYSTEM.
18.4.	MAINTAIN ENGINE COWLING.
18.5.	MAINTAIN THROTTLE CONTROL CABLE SYSTEM.
18.6.	MAINTAIN ENGINE INSTRUMENTS.
18.7.	PERFORM POWER PLANT REMOVAL PREPARATION.
18.8.	INSPECT ENGINE BAY PRIOR TO INSTALLATION IAW TO 1C-130A-6, Acft Sched Insp And Maint Reqt.
18.9.	MAINTAIN ENGINE DRIVEN HYDRAULIC PUMP, FILTERS AND LINES.
18.10.	MAINTAIN ENGINE IGNITION SYSTEM.
18.11.	MAINTAIN ENGINE STARTER SYSTEM.
18.12.	MAINTAIN ENGINE EXHAUST.
18.13.	INSPECT AND SERVICE PROPELLER.
19.	PERFORMS UNSCHEDULED GAS TURBINE COMPRESSOR (GTC) MAINTENANCE: Inspects, troubleshoots, removes component/part, replaces component/part, repairs, and performs other related maintenance action. Reviews/updates automated/manual record or AFTO Form 781.
19.1.	MAINTAIN OIL SYSTEM.
19.2.	MAINTAIN EXHAUST AND INSULATION BLANKET.
19.3.	MAINTAIN GTC COMPARTMENT.
19.4.	MAINTAIN ACCESS PANEL AND DOOR SYSTEM INSPECT, TROUBLESHOOT, AND SERVICE GTC PERFORM BAY INSPECTION AFTER GTC REMOVEL.
20.	PERFORMS MAINTENANCE ON AIR CONDITIONING, PRESSURIZATION, AND SURFACE ICE CONTROL SYSTEM: Inspects, troubleshoots, removes component/part, replaces component/part, repairs, and performs other related maintenance action. Reviews/updates automated/manual record or AFTO Form 781.
20.1.	MAINTAINS BLEED AIR SYSTEM.
20.2.	MAINTAINS ANTI-ICING AND DEI-CING SYSTEM.

20.3.	INSPECT AND TROUBLESHOOT AIR CONDITIONING SYSTEM.
20.4.	INSPECT AND TROUBLESHOOT PRESSURIZATION SYSTEM INSPECT AND TROUBLESHOOT UNDER FLOOR HEAT SYSTEM.
21.	PERFORMS MAINTENANCE ON ELECTRICAL POWER SUPPLY SYSTEM: Inspects, troubleshoots, removes component/part, replaces component/part, repairs, and performs other related maintenance action. Reviews/updates automated/manual record or AFTO Form 781.
21.1.	MAINTAINS AC ELECTRICAL SYSTEM.
21.2.	MAINTAINS DC ELECTRICAL SYSTEM.
22.	PERFORMS MAINTENANCE ON LIGHTING SYSTEM: Inspects, troubleshoots, removes component/part, replaces component/part, repairs, and performs other related maintenance action. Reviews/updates automated/manual record or AFTO Form 781.
22.1.	MAINTAINS EXTERIOR LIGHTING SYSTEM.
22.2.	MAINTAINS INTERIOR LIGHTING SYSTEM.
22.3.	MAINTAINS LIGHTING CONTROL.
23.	PERFORMS MAINTENANCE ON HYDRAULIC SYSTEM. Inspects, troubleshoots, removes component/part, replaces component/part, repairs, and performs other related maintenance action. Reviews/updates automated/manual record or AFTO Form 781.
23.1.	MAINTAINS BOOSTER HYDRAULIC SYSTEM.
23.2.	MAINTAINS UTILITY HYDRAULIC SYSTEM.
23.3.	MAINTAINS AUXILARY HYDRAULIC SYSTEM.
24.	PERFORMS FUEL SYSTEM MAINTENANCE: Inspects, troubleshoots, removes component/part, replaces component/part, performs other related maintenance action. Reviews/updates automated/manual record or AFTO Form 781.
24.1.	MAINTAINS FUEL DISTRIBUTION.
24.2.	INSPECT AND OPERATE SINGLE POINT REFUELING SYSTEM INSPECT FUEL MANIFOLD PRESSURE SYSTEM PREPARES AIRCRAFT FOR FUEL CELL MAINTENANCE RESTORE TO NORMAL AFTER FUEL CELL MAINTENANCE PERFORMS FUEL SYSTEM CONTAMINATION CHECK.
25.	PERFORMS OXYGEN SYSTEM MAINTENANCE: Inspect, troubleshoots, services, removes component/part, replaces component/part and performs other related maintenance action. Reviews/updates automated/manual record or AFTO Form 781.
25.1.	MAINTAINS FIXED OXYGEN SYSTEM.

25.2.	MAINTAINS WALK PORTABLE OXYGEN BOTTLES.
26.	PERFORMS MISCELLANEOUS UTILITY MAINTENANCE: Inspects, troubleshoots, removes component/part, replaces component/part, repairs, and performs other related maintenance action. Reviews/updates automated/manual record or AFTO Form 781.
26.1.	MAINTAINS GALLEY AND TOILET SYSTEM.
26.2.	MAINTAINS PORTABLE TOILET SYSTEM.
26.3.	INSPECT FIRE WARNING SYSTEM.
26.4.	INSPECT FIRE DETECTION SYSTEM MAINTAINS TURBINE OVERHEAT SYSTEM MAINTAIN FIRE EXTINGUSHER SYSTEM.
27.	PERFORMS INSTRUMENT COMPONENT MAINTENANCE: Inspects, troubleshoots, removes component/part, replaces component/part, cleans, reseals, performs other related maintenance action. Reviews/updates automated/manual record or AFTO Form 781.
28.	MAINTAINS AIRCRAFT GUIDANCE SYSTEM AND COMPONENT: Inspects, operates, troubleshoots, and repairs guidance control related system. Reviews/updates automated/manual record or AFTO Form 781.
29.	OPS CHECKS COCKPIT VOICE RECORDER SYSTEM.
30.	PERFORMS INTERPHONE SYSTEM COMPONENT MAINTENANCE: Inspects, troubleshoots, removes component part, replaces component part and performs other related maintenance action. Reviews/updates automated/manual record or AFTO Form 781.
30.1.	INSPECT AND OPERATE INTERCOMMUNICATION SYSTEM.
30.2.	INSPECT AND OPERATE PUBLIC ADDRESS SYSTEM.
30.3.	MAINTAIN INTERPHONE GROUND CORDS.
31.	PERFORMS EMERGENCY EQUIPMENT MAINTENANCE: Inspects, troubleshoots, removes component/part, replaces component/part, and performs other related maintenance action. Reviews/updates automated/manual record or AFTO Form 781.
31.1.	MAINTAIN ESCAPE ROPES.
31.2.	MAINTAIN CRASH AXES.
31.3.	MAINTAIN FIRE EXTINGUISHERS.
31.4.	MAINTAIN LIFE RAFTS.
31.5.	MAINTAIN EMERGENCY EXIT LIGHTS.
31.6.	MAINTAIN SIGNAL LIGHT.
32.	ACCOMPLISHES TIME COMPLIANCE TECHNCAL ORDER (TCT0): Accomplishes directed TCTO and completes documentation.

33.	ACCOMPLISHES AIRCRAFT MODIFICATION: Accomplishes modification and completes documentation. Reviews/updates automated/manual record or AFTO Form 781.
34.	PROVIDES MAINTENANCE ASSISTANCE: Assists other work center in the performance of direct labor maintenance.
35.	ORDER AIRCRAFT PARTS: Research part/stock number, order via computer, monitors status of parts, and receive parts. Reviews/updates automated/manual record or AFTO Form 781.
36.	MAINTAINS AIRCRAFT DOCUMENTATION: Prepares and maintains aircraft documentation.
37.	PREPARES AIRCRAFT FOR MAINTENANCE: Removes equipment from aircraft for Programmed Depot Maintenance (PDM), Contract Field Team (CFT) maintenance, and replaces equipment after PDM/CFT.
38.	WORKS WITH HAZARDOUS MATERIAL PROGRAM PROCESSES HAZARDOUS WASTE: Identifies, labels, contains, and disposes of hazardous waste
38.1.	MAINTAINS PROTECTIVE EQUIPMENT: Inspects and maintains protective equipment.
38.2.	MAINTAINS SPILL KITS: Inspects kit and replaces material.
38.3.	MAINTAIN MATERIAL SAFETY DATA SHEETS FOLDER.
39.	MANAGES AIRCRAFT MAINTENANCE PRODUCTION: Directs and manages aircraft production effort of scheduled and unscheduled maintenance and ensures aircraft are available to meet flying requirements.
40.	ACCOMPLISHES FLIGHT LINE MAINTENANCE EXPEDITER WORKLOAD: Controls monitors maintenance in-progress and coordinates requirement status with job control. Transports personnel equipment to and from aircraft.
41.	ACCOMPANIES AIRCRAFT ON CROSS COUNTRY MISSION AS MISSON ESSENTIAL GROUND PERSONNEL.
42.	RECOVERS AIRCRAFT GROUNDED AWAY FROM HOME STATION: Travels to location of grounded aircraft, performs required maintenance of aircraft, and returns to home station.
43.	FACILITATES CANNIBALIZATION RECOVERY: Coordinates with other maintenance activity to facilitate return of aircraft to a flyable status. Reviews and updates automated/manual record or forms.
44.	INPUTS MAINTENANCE DATA: Records maintenance action in aircraft 781 forms, CAMS, and other related forms.
45.	PERFORMS SPECIAL PLANNING OR SCHEDULING: Performs planning or scheduling associated with preparation for unit training assembly, or other special

	program.
46.	AEROSPACE GROUND EQUIPMENT (AGE): Performs pre-user inspection of powered/nonpowered aerospace ground equipment (AGE).
47.	MAINTAINS FLIGHT LINE VEHICLES: Inspects, cleans, services, and performs minor repairs.
48.	MANAGEMENT:
48.1.	ADMINISTERS PERSONNEL:
48.1.1.	INDOCTRINATES PERSONNEL. Conducts initial interview, makes original job assignment, and acquaints newly assigned personnel with the work center.
48.1.2.	RATES PERFORMANCE:
48.1.2.1.	PREPARES PERFORMANCE REPORT. Develops performance report by researching, evaluating, drafting, proofreading typed copy, marking boxes, and signing completed report.
48.1.2.2.	INDORSES PERFORMANCE REPORT. Develops endorsement by researching, evaluating, drafting, proofreading typed copy, and signing completed report.
48.1.2.3.	NOMINATES PERSONNEL FOR AWARD. Develops recommendation by researching, evaluating, drafting, proofreading typed copy, and signing completed product.
48.1.2.4.	MONITORS MANAGEMENT IMPROVEMENT PROGRAM. Assists subordinate in developing improvement suggestion, and processes suggestion received for evaluation.
48.1.2.5.	MONITORS TRAINING. Reviews training record and monitors progress of subordinate.
48.2.	SUPERVISES PERSONNEL:
48.2.1.	SCHEDULES PERSONNEL. Schedules subordinate supervisor to provide adequate supervisory coverage in proportion to each shift's workload. Schedules leaves and passes.
48.2.2.	DEVELOPS DIRECTIVE. Develops policy, plan, procedure, operating instruction, checklist, and performance standard by researching, drafting, proofreading typed copies, and signs.
48.3.	DIRECTS AND CONTROLS SUBORDINATE WORK CENTER ACTIVITY:
48.3.1.	MONITORS WORK PRIORITY. Monitors scheduled and unscheduled work priority.
48.3.2.	PROVIDES GUIDANCE. Translates the broad management objectives of the unit commander into technical guidance and direction to subordinate supervisors for work force management.
48.4.	ASSISTS UNIT MOBILITY. Assists in the preparation of the unit mobility plan,

	identifies mobility resources, and evaluates the unit readiness capability.
48.5.	MONITORS SPECIAL AND RECURRING PROJECT OR PROGRAM.
48.6.	REVIEWS INCOMING AND OUTGOING COMMUNICATION. Reviews incoming distribution for information and necessary action. Reviews outgoing distribution for completeness, accuracy of content, and signs, when necessary.
48.7.	REVIEWS REPORT AND STATISTICAL DATA. Reviews report and statistical data for the purpose of evaluating each work center, and identifies exception or trend that requires management attention. Reviews quality control report, makes comment, and signs, when required.
48.8.	INSPECTS FACILITY. Performs periodic inspection of work center for adequate housekeeping and identifies hazard affecting safety, fire, or security. Identifies equipment and facility condition requiring maintenance or repair.
48.9.	INVESTIGATES ACCIDENT OR INCIDENT. Investigates ground or explosive incident and prepares required report.
49.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

# **Attachment 3**

# **MANPOWER TABLE**

# **A3.1. Standard Manpower Table**

<b>Air Force Specialty Title</b>	AFSC	Grade	Manpower Requirement							
Aerosp Maint Supvr	2A5XX	Civ	2	2	2	2	2	2	2	2
Aerosp Maint Mech	2A5XX	Civ	19	20	21	22	23	24	25	26
Total			21	22	23	24	25	26	27	28

<b>Air Force Specialty Title</b>	AFSC	Grade	Manpower Requirement							
Aerosp Maint Supvr	2A5XX	Civ	2	2	2	2	3	3	3	3
Aerosp Maint Mech	2A5XX	Civ	27	28	29	30	30	31	32	33
Total			29	30	31	32	33	34	35	36

**NOTE.** AFSCs may be adjusted at the discretion of the Commander.